

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3723

TITLE: HISTORIAN I

GRADE: S-18

DEFINITION:

Under supervision, researches, designs, conducts and evaluates interpretive programs at a historical site for the public in a variety of indoor and outdoor settings; OR oversees historical collections at a historic site; OR conducts research and technical services associated with the preservation and operation of a historical site.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Historian I differs from the Senior Interpreter, Naturalist and Historian Programs in that the Historian I prepares and presents interpretive programs, whereas the Senior Interpreter, Naturalist and Historian Programs is responsible for daily coordination and supervision of the site interpretive program staff.

The Historian I differs from the Historian II in that the Historian I prepares and presents interpretive programs, or oversees historical collections, or conducts research and technical services associated with the preservation of historical sites, facilities and districts, whereas the Historian II serves as assistant site manager with overall responsibility for managing not only the interpretive programs, but all activities and staff at a historic site, or provides professional support to sites in the areas of historic structure operation and maintenance, collections acquisition and documentation, and publications and promotions.

The Historian I differs from the Assistant Historian in that the Historian I performs professional and managerial work in the preparation and presentation of interpretive programs at a historic site; or manages historical collections; or conducts research and technical services associated with the preservation of historical sites and facilities, whereas the Assistant Historian performs specialized support to professional historian staff.

ILLUSTRATIVE DUTIES:

Researches, designs, promotes, schedules, conducts and evaluates historic site's interpretive programs in a variety of indoor and outdoor settings;
Tailors new and existing interpretive programs to specific audiences;
Designs and fabricates interpretive exhibits for display, and designs interpretive brochures, flyers, newsletters and other historic site publications;
Ensures the care and protection of historic artifacts or archaeological collections exhibited at the site by monitoring environmental conditions to assure climate control appropriate to preservation and employing specialized techniques to clean and maintain collections;
Provides oversight, direction and support to exempt paid or volunteer interpretive staff;
Conducts associated public programs, as required;
Catalogs and maintains historical collections;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of American and regional history;
Knowledge of the principles of historic education and interpretation;
Knowledge of historical park or museum management practices;
Ability to conduct historical research and prepare factual reports on historical issues;
Ability to communicate effectively, both orally and in writing;
Ability to deal effectively with citizen inquiries and questions;
Ability to develop and maintain effective relationships with a variety of individuals including the general public.

For Interpretive Program Positions:

Knowledge of historical park management practices;
Ability to develop and present creative interpretive programs for both children and adults;
Ability to provide direction and support to exempt paid or volunteer interpretive staff.

For Resource Management Positions:

Ability to conduct research and provide technical services associated with preservation studies and activities.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in American history, American studies, archaeology, museum education, or a closely related field.

CERTIFICATES AND LICENSES:

None.

REVISED: March 17, 2004

REVISED: January 12, 1987